

Custom Report: Nurse Count – The purpose of this report is to produce a list of district-hired and contract nurses within the school/district. The report pulls from the district assignment tab for district-hired nurses and the district health service providers tab for contract nurses. District-hired nurses will display for every school where he/she has an active district assignment. Contract nurses will display based on the contract service provider. The total district nurse count is an unduplicated count of school-level nurse data.

Selection Criteria: Use the Campus toolbar to select the school and year you would like to use for the report. To return district-wide data, select “All Schools”.

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Pathway: KY State Reporting | KDE Reports | Nurse Count

NOTE: Users must be granted access by local KSIS administrator before they will see this report.

Report Sample: The report will generate in Excel format.

ABC County Nurses				
Name / Service Provider	School / District	Type	Count	District Hired
Minnie Mouse	Disney Elementary School	LPN	1	Yes
Minnie Mouse	Disney Middle School	LPN	1	Yes
Daisy Duck	Disney Central High School	RN	1	Yes
Mickey Mouse	Disney Central High School	LPN	2	Yes
Health Department	ABC County	RN	3	No
Hospital	ABC County	APRN	4	No
Staffing Agency	ABC County	LPN	1	No
Federally Qualified Health Care Center	ABC County	RN	2	No
Total District Nurses:	13			

Suggested report uses:

- Run the report to check district assignments for nurses in a school/district. If a district-hired nurse displays with a count of 2 (Mickey Mouse in the example above), the nurse has two overlapping district assignments in one school. Corrections should be made to the nurse’s record on the District Assignments tab. See the [Health Data Standard](#) for further guidance.

- Run the report to check contract nurses in the district. Contract Service providers must be entered each year. Path: System Administration | Resources | District Information | District Health Service Providers. The number of nurses provided must be entered as a whole number.
- Run the report to validate the total number of district nurses entered in Infinite Campus is correct. Validation should be complete prior to the end of the school year to ensure nurse/student ratios and district nurse counts are correct for annual reporting. Nurse counts will be pulled in June of each year and posted in Open House.